

HISTORICAL BUILDINGS AND SITES COMMISSION

MEETING MINUTES

October 20, 2016 – 6:00 P.M.

Courtyard Conference Room

A. ROLL CALL:

The Historical Buildings and Sites Commission met in regular session on the above date with Chair Ward Warren presiding. Vice Chair Dan McBerty and Commissioners Arden McConnell, Virginia Ford, Shirley Holzinger, and Kathy Marshbank were present. City Council Liaison Dennis Roler was also present. Representing the City staff was Parks & Community Development (hereafter: PCD) Planner Justin Gindlesperger.

B. APPROVAL OF MINUTES:

- **August 18, 2016**
- **September 1, 2016**

MOTION/VOTE

Commissioner Holzinger moved and Commissioner Ford seconded the motion to approve the minutes from August 18, 2016 and September 1, 2016 as presented. The vote resulted as follows: “AYES”: Vice Chair McBerty and Commissioners McConnell, Holzinger, Ford, and Marshbank. “NAYS”: None. Abstain: Warren. Absent: None. The motion passed.

C. Finding of Fact:

- **303-00102-16 Flores Taqueria “H” St**

Chair Warren disclosed that the findings of fact were approved and signed by the Chair.

D. Promotions for expanded Historic District discussion

- Commissioner Warren explained to the commission that there was a delay on the Historic District map due to Shirley not receiving an email sent by Jon Bowen. They have worked this out and Shirley is about half way done putting together one to two sentence descriptions of each building on the list.

Commissioner Warren suggested to Shirley that she keep it as brief as she can while still being relevant in order to fit the information on the printed map.

- Commissioner Warren will be going back on KAJO for a follow-up to his original community spotlight discussion. He will promote the map when it is complete.
- Commissioner Warren discussed the Historical Society column in the newspaper. He would like to connect with Joan Momsen and get some ideas over to her to have added to one of their regular articles.
- Commissioner Warren brought up the desire to have promotions in social media. Justin advised the commission that there is a social media policy through the Administration department. If members of the HBSC were to manage the page they would need to be careful to follow the social media policy, however if they were to have a page that didn't have any affiliation to this committee that would be fine.
- Justin will email a copy of the social media policy to the commission. Just a word of caution to be careful. Justin will email social media policy.
- The commission had a discussion on a possible Facebook page and whether it would be managed through the City or by members of the HBSC.
- Commissioner Warren stated that there are a number of things that can be added to the City website as updates to the HBSC page.
- Councilor Roler suggested that the commission reach out to Jon about what he has on the Experience Grants Pass website. He knows that there is information in the travel guide but he isn't sure if it is also on the website.

E. Historic Cemeteries discussion

- Commissioners McConnell and Ford attended an event held by the Oregon State Commission on Historic Cemeteries.
- There is a story in the paper tonight regarding the Historic Society and mentions Commissioner Ford's story on Croxton Memorial Park.
- Commissioner McConnell would like to work on having Odd Fellow's recognized as a historic cemetery as well.
- Commissioner McConnell let the commission know that there are grants available from Historical Cemeteries if the City were to become a Certified Local Government (Hereafter: CLG).

- Commissioner McConnell will likely be contacting them about establishing the Odd Fellows and other cemeteries out in the county as historic cemeteries.

F. Serial Meetings discussion

- Justin gave the commission a reminder to be mindful of public meetings law and to not daisy chain decisions outside of public meetings.
- This is just a reminder to be careful to not reach a quorum in email threads or outside meetings, not a reprimand.

G. Commission Goals 2017 discussion

- The commission goals are due by the November 30th.
- Commissioner Warren suggested that the commission have a discussion of the goals they would like to see and finalize them at the next meeting.
- Commissioner McConnell suggested finding new funding avenues as a goal. Commissioner Warren mentioned that he attended a commission/committee Chairs meeting at which the mayor mentioned that there is a fund for committees and commissions. He suggested that the commission make it a goal to request some of those funds to go towards the production of promotional items for the Historic District. This would include the printed maps and/or brochures and signs pointing to the Historic District around town. He suggested that ODOT might be willing to pay for some signage on state roads.
- Commissioner Warren would like to see more murals in the Historic District that are history based. He let the commission know that the mayor had made a comment that the murals located in the Historic District really need to be historic in nature. Commissioner Warren agrees with that and suggested that there should be a policy in place that stipulates if the city is going to fund projects that are in the Historic District they need some historic significance.
- Commissioner Warren would like to see informational plaques or signs on buildings and money budgeted for that as a goal.
- The commission would like to move forward with getting the city established as a CLG. Commissioner Warren requested additional information from City staff to have at the next meeting so that the commission can decide if this is the right direction to move forward with.

- It was suggested to identify areas that murals can be placed within the Historic District and move forward from that point.
- The Commission had a discussion on the guidelines that were going to be collaborated on with COPA. Councilor Roler let the Commission know that a draft of guidelines came to Council for approval and were reviewed. Changes were suggested and then it went back to COPA. The Council requested that artists need to give a realistic budget before they start and have it finished in a reasonable timeline.
- The commission discussed that if there is any public funding supplied to a mural within the Historic District it needs to be a historic mural even if they are a building that originally were an opt out.
- Justin gave the commission the goals they had established last year as a point of reference.
- It was suggested that there need to be perks and incentives to keep people in the Historic District. Currently the perks would be inclusion in the promotional materials, including the maps, and potentially having plaques and informational items on the building.
- Commissioner McConnell mentioned that there are matching grants available through SHPO for the rehabilitation and preservation of historic resources listed in the national register of historic places to CLG. She asked where they had left off at with establishing Grants Pass as a CLG.
- Justin let the commission know that did bring in an outside contractor that updated the development code. In order for a community to become a CLG their code needs to match the model code put out by SHPO. Unfortunately due to staffing constraints they have not been able to go through the current code and make the necessary revisions as of yet. He advised the commission that the Department of Land Conservation Development will be making changes that should be complete by mid-January. They will not be able to proceed with the code changes necessary for SHPO approval until after that time.
- Commissioner Warren asked what the time frame would be for the changes once the time comes. Justin was unable to give the commission a time frame but assured them that it would be minimal changes and wording revisions. He

advised that the information is posted on the SHPO website and the items are highlighted as to what exactly has to be in the code in order to qualify.

- Councilor Roler recommended that the commission explain what a CLG is when it is presented as a goal with what it means in reality and availability of grants. Commissioner McConnell let it be known that the deadlines for the grants for 2017 are due in the spring.
- Commissioner Warren mentioned that COPA is working with Scott Lindberg, the City grant writer, and that HBSC should be as well. He would like to have a subcommittee for this.
- Commissioner McConnell volunteered to work on grants with Scott. Commissioner Marshbank volunteered to spearhead the social media venture if it moves forward. If not she would be happy to help Arden with the grant writing subcommittee.
- The commission had a discussion on the goal from last year of updating the landmark inventory. There are additional landmarks that the commission would like to add but they have not been moved on as of yet. A letter will need to be drafted to send out to the building owners for approval. Commissioner Holzinger said she would be able to help with the draft but she is working on other projects as well. Draft letter to send to the building owner. Shirley can help on it but she is working on other projects. The building owners want to know what the parameters are before they'll agree to land marking.
- The commission had a discussion on painting non-approved colors within the Historic District; they would like to explore the idea of requiring a permit to paint within the Historic District.
- The commission would like to see handouts of the guidelines go out when someone opens a business in the Historic District. This could be done when they go in for a business license. Justin clarified that if someone comes in to get a permit they have to follow the guidelines, they do go over them with the applicant. Justin requested that the commission draft something to go out at the time business licenses are approved and staff will make sure that it is distributed. Commissioners McConnell and Holzinger agreed to work on this. Commissioner Warren said that he could also provide input.

- Commissioner McConnell will draft a letter to send out to potential landmark locations to urge the owner's approval; she would like to see this on City letter head. The letter would need to specify that if future changes to your property do not meet existing city guidelines the changes will be subject to review by the HBSC. Incentives within this letter would be the possibility of grants/funding for future preservation, plaques, promotion on the City's website, addition to the map, etc.
- Commissioner McConnell let the commission know that the items currently on the landmark list are as follows: the diversion dam, Caveman Bridge, Riverside Park, the original Riverside School (Coalition for Kids), Croxton Memorial Park, Grants Pass Pharmacy, Fruitdale Grange, and the Old Railroad Bridge. The Elks Club would also be a consideration if mid-century modern is approved by the commission.
- Commissioner Warren requested that a clean copy of the list is given to Dennis to bring to Council.
- Commissioner Warren requested that mid-century modern is placed on the next agenda. Commissioner McConnell let the commissioner know that she has documents to present on mid-century modern for that meeting.

H. Items from Staff

- Discussed in goals conversation.

I. Items from Public

- None.

J. Items from Commissioners

- Commissioner Warren asked if Justin can double check on the black paint.
- Commissioner Warren is going to review the SHPO website on the CLG requirements and follow up at the next meeting. Justin let him know that Kuri Gill is the CLG coordinator and is a good resource.
- Commissioner McConnell suggested that Mr. Flores is made aware that the HBSC was able to get a decision for them in only two weeks due to the new streamlined process and having additional meetings. Commissioner Warren

suggested that may be better suited to a news release. This will be discussed next meeting.

- Commissioner Warren asked if there was a way to streamline the process to make changes to the agenda. Justin clarified that they can be sent to him they just need to be turned in no later than one week prior to the next meeting in order for changes to be made in the packet.

K. Adjournment

Next meeting: November 17, 2016

These minutes were prepared by Carlie Appling, Administration Department, City of Grants Pass.